

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

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| Position Title: | Area Manager |
| Position Number: | 58108085 |
| Division: | Property Assessment/Region 6 |
| Location: | Supervise Musselshell, Rosebud, Treasure and Big Horn Counties |
| Grade/Salary: | 6/\$19.81 - \$23.53/hr DOQ |
| Type of Employment: | Permanent/Full-time |
| Union: | No |
| Supplement: | No |
| Closing Date: | January 29, 2008 |

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced environment. To perform successfully as an area manager, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires the ability to communicate effectively and respectfully with co-workers. If you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

Significant travel and a valid driver's license are required.

Responsible for determining work assignments, with team input, insuring assigned work is accomplished and progress is reported. Assists Regional Manager in the management of the team. Area Manager must have working knowledge of property taxes.

- Receives and participates in work assignments from Regional Manager.
- Makes resource allocation decisions for the area managed.
- Assists other counties as necessary
- Oversees regional data and valuation quality control for all properties, to include individual property appraisal reviews of five appraisals per appraiser per year. Assists in regional sales comparison (market) model specification and calibration. Assists in regional income model specification and calibration. Oversees regional land model specification and calibration. Reviews narrative appraisals on complex, unique and disputed properties. Provides guidance and advise to regional real and personal property valuation and records management staff on a daily basis.
- Implements a planned area-wide personal property audit and appraisal strategy.
- Identifies upstream and downstream concerns, resolves or elevates issues, and recommends solutions.
- Assures the communication network among all staff members and leadership is defined and maintained.
- Monitors and ensures implementation of division changes
- Assures that training is identified and properly assigned as needed and conducts or assigns on-the-job training for staff.
- Works in conjunction with the Regional Manager to measure and ensure performance measures/goals of staff are attained.
- Defines work responsibilities for sub-regional employees while ensuring statewide consistency.
- Monitors and recommends to Regional Manager the need for additional staff, equipment, to complete assignments.
- Supervises, coordinates, monitors and reviews assigned duties to ensure work plan goals are met timely and tasks are completed accurately; requires frequent office visits.
- Reports progress to Regional Manager.
- Makes and enforces decisions dealing with hiring, discipline, individual performance, leave or flextime and recommends termination.

- Assures that staff members are meeting at least quarterly in a cost-effective manner for quality and consistency.
- Assists in work plan development and maintains progress reporting at individual and sub-region level.
- Resolves or elevates staff issues and implements management directives
- Mentors staff.
- Provides or obtains real and personal property appraisal expertise while assisting in the completion of valuation assignments (working manager).
- Communicates with external stakeholders to ensure consistent responses, including local government.
- Serves as a resource for referrals of customer inquiries that cannot be resolved by initial contact by staff members.
- Develops and conducts performance evaluations on staff.

Must have working knowledge

- Demonstrated knowledge of appraisal principles, theory, and methodology for real and personal property valuation and assessment; building construction, equipment, and leases as required for classification; a full range of mathematical skills relative to appraisal assignments; mass appraisal; knowledge and effective application of federal/state statutes, Administrative Rules, and state policies and procedures; and fundamentals of land records
- Proactively focuses efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, action and results. Follows through to completion.
- Demonstrates the ability to think creatively and recommend innovative solutions
- Has an in-depth understanding of the organization's mission, vision and goals to help influence and shape the decisions of management
- Demonstrates ability to facilitate communication among all organizational levels
- Demonstrates skill and ability to analyze and resolve unique and highly technical issues that are not resolved at a lower level.
- Demonstrates knowledge and skill of word processing, spreadsheet, database and software applications/programs as pertains to role.
- Demonstrates the ability to provide timely and effective written, oral and interpersonal communication.
- Demonstrates knowledge of DOR business processes and ability to apply that knowledge effectively.
- Demonstrates knowledge and effective application of federal/state statutes, Administrative Rules and state policies and procedures as related to role.
- Demonstrates managerial skill.

The minimum qualifications for this position are a combination of education and experience equivalent to a bachelor's degree in construction technology, business, economics, public administration, or related field and five years of experience in the property tax field including two years of supervisory experience. Must be certified in residential, agricultural, and commercial appraisal. Other combinations of education and experience will be evaluated on an individual basis.

The State offers its employees a great benefits package such as three weeks paid vacation, sick leave, full medical, dental and vision coverage along with life and disability insurances! This is a great career opportunity with a deferred compensation program and retirement benefits! The department offers additional training opportunities for all employees!

A typical average compensation package for an average salary of \$40,000/yr is:

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| Wages: | \$40,000.00 |
| Benefits: | \$ 7,080.00 |
| Retirement: | \$ 2,760.00 |

Total Average Wage Package \$49,840.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Number: 58108085
Position Title: Area Manager
Application Deadline: January 29, 2008

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

- 1. Tell us about your experience supervising staff. What did your duties include? Describe how you view the supervisory responsibilities of the Area Manager position. Also describe your past involvement in doing performance appraisals – tell us your opinion of their value and/or describe alternate suggestions for giving and getting feedback.**
- 2. Describe the work plans skills and experience you bring to this position. Describe the key elements of good work planning. Please describe one work plan of significant magnitude that you developed, monitored, and followed through to completion. Please describe one management issue of significant magnitude that you directed and the outcome. Please include any experience that you've had working in a team environment. In that regard, describe your approach to problem resolution and give examples of problems that had to be resolved. How do you see the team environment working in your Area?**
- 3. Please describe your experience and approach to training individuals and groups. Include an example of when and how you developed the training, the subject matter, the number of participants, and what you would have done differently.**
- 4. Please describe your qualifications and work background that would make you the leading candidate for the Property Assessment Division Area Manager position. Include details of educational courses and critical work, management, and budget experience that would benefit the Area and the department should you be the successful applicant.**